



UNIVERSITY
of
TECHNOLOGY,
MAURITIUS

MPhil/PhD

Information Booklet

July 2021
Quality Assurance Unit Office of the
Director General



MPHIL/PHD INFORMATION BOOKLET

This information booklet is a compilation of documents relevant to MPhil/PhD research degrees. It is intended for both Students and Supervisors of MPhil/ PhD. Readers are strongly advised to verify the currency of the documents on the UTM's Website.

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Regulations for MPhil and PhD Research Studies (11 July 2019 v 6.1)

1. Establishment of the Research Degrees Committee

There is established for the purposes of these Regulations a Research Degrees Committee.

2. Research Degrees Committee (RDC)

A. Membership

The Director General of the University as Chair and members as follows:

- a. A member of the Academic Council, external to the UTM;
- b. Representative of each School;
- c. Any co-opted member as and when required, as approved by the Chair.
- d. Representatives of the Open University, Mahatma Gandhi Institute, Mauritius Institute of Education and Université des Mascareignes.

B. Requirements of members of RDC

- a. Two (2) successfully completed research studies supervisions, with at least one at PhD level, or, in the case of those in the medical field, be a Medical Doctor possessing a postgraduate qualification in medicine;
- b. A wide range of research experience and research-based publications;
- c. Subject expertise to reflect the range of disciplines in which students are registered;
- d. These requirements shall apply to section 2A(a) – 2A(d).

C. Terms of Reference

- (i) The Research Degrees Committee shall:
 - a. Ensure the relevance, feasibility, affordability and the benefits of the research to the University and the country
 - b. Ensure quality in research degrees by considering research studies proposals.
 - c. Ensure that all procedures including arrangements for registration, supervision, transfer, appointment of Examiners and examination are properly and ethically adhered to.
 - d. Consider reports for approval or for onwards recommendation to the Academic Council.
- (ii) The Research Degrees Committee shall meet as often as required but at least once every semester.
- (iii) The Chair and five members shall constitute a quorum.

- (iv) Members will normally serve for a three (3) years period on the Research Degrees Committee. Changes of membership will be timed such that there is continuity on the Committee.

3. Applying for an MPhil/PhD Research Degree [Refer to flowchart]

- (i) To be a research student of the University of Technology, Mauritius, a candidate must apply on the 'Application for Admission' form and subsequently register for the degree of:
 - (a) Master of Philosophy (MPhil); or
 - (b) Master of Philosophy with possibility of transfer to Doctor of Philosophy (MPhil/PhD); or
 - (c) Doctor of Philosophy (direct) (PhD)
- (ii) Students registering for MPhil/PhD must fill-in the 'Registration Form for an MPhil/PhD Research Degree'.

4. Registering for an MPhil/PhD Research Degree

- (i) A candidate registering for MPhil/PhD shall hold a Bachelor with Honours with at least a Second Class in the First Division or a Master degree. A candidate registering for a PhD in the field of Medicine shall have at least a Masters in the same field as the proposed PhD with either a dissertation component or shall have published at least three (3) refereed journal articles.
- (ii) A candidate applying to register for PhD (Direct) shall hold an MPhil Degree or a Masters Degree by Research in the field. A candidate holding a First-Class Honours Bachelor degree may also apply but will have to successfully clear an interview prior to be considered further.
- (iii) The candidate shall have a supervisor with whom he/she can discuss.
- (iv) Registration by the issue of a letter from the Students Affairs, whether full-time or part-time, may only take place following approval of the Head of the appropriate School based on the following considerations:
 - a. Acceptance of a preliminary research proposal;
 - b. the appropriateness and suitability of the supervision arrangements of the programme of research;
 - c. Availability of the research facilities and adequate funding;
 - d. the feasibility of the research within the time proposed; and
 - e. completion of basic compulsory training including on research ethics and integrity.
- (v) The Head of School shall have 3 weeks to come up with a recommendation on an application. The Students' Affairs shall have a further 3 weeks to issue the Letter of offer to the applicant.

- (vi) Prior to embarking on the Research, students will also have to undergo/attend courses on research methods, ethics and quantitative and qualitative research. The research student will have to submit within 6 months of the letter of offer a final research proposal for the consideration of the Research Degrees Committee, prior to confirmation for MPhil and PhD Research Studies. The research student will then receive a confirmation for MPhil and PhD Research Studies.
- (vii) Candidates registered for a research degree will not be allowed to concurrently register on another programme of study at the University.

5. Milestones in the MPhil/PhD Research Degree

- (i) Master of Philosophy (MPhil) Transfer Report

The MPhil Transfer report, when completed, will describe the critical investigation, analysis and evaluation of the research topic.

- (ii) MPhil Degree

The MPhil thesis, when completed, will describe the successful investigation, analysis and evaluation of the research topic and will contribute to the advancement or application of knowledge in the subject.

- (iii) Doctor of Philosophy (PhD)

The PhD thesis, when completed, will describe the successful investigation, analysis and evaluation of the research topic and will make a significant and original contribution to the advancement or application of knowledge in the subject.

6. Duration of Studies

- (i) The minimum and maximum periods of registration excluding approved interruption shall be as follows:

		MPhil	PhD through MPhil	PhD (direct)
Full time	Minimum (month)	24	36	18
	Maximum (month)	36	60	60
Part time	Minimum (month)	36	48	36
	Maximum (month)	60	84	84

- (ii) When a candidate faces circumstances, which inhibit the proper continuation of the research, he/she may apply to the Research Degrees Committee with supporting evidence for the registration to be suspended until proper progress can be resumed. Such interruptions over the research programme should not exceed twelve months.

- (iii) Candidates, who are undertaking research and wish to change their mode of study from part-time to full-time, or vice versa, and/or to amend their research title or research directions, shall apply for such changes to the Research Degrees Committee with the recommendation of the Supervisor(s).
- (iv) A candidate shall register as a student of the University of Technology, Mauritius, subject to satisfactory progress, and continue to re-register on an annual basis until the submission of the thesis. At the time of registration or re-registration, the candidate shall pay such fees as may be determined, from time to time, by the University.
- (v) A student shall be automatically de-registered in case he/she has reached the maximum duration.

7. Termination of Registration

- (i) The Research Degrees Committee may recommend, for the approval of the Academic Council, the termination of the registration of students not showing satisfactory progress in their research work and/or who have exceeded the maximum duration of their studies.
- (ii) Research students who are not willing to progress with their research work may apply to the Research Degrees Committee for the termination of their registration.
- (iii) All communications should be addressed to the Research Degrees Committee Secretariat.

8. Supervision

- (i) A research degree candidate will have at most two Supervisors, both of whom shall hold a PhD of a full Professorship.
- (ii) A Supervisor for MPhil/PhD degrees shall have a minimum of three years post-PhD work experience, be in the related field of research and shall have published articles in peer-reviewed journals.
- (iii) One supervisor having the above-mentioned parameters will suffice to carry out supervision of an MPhil/PhD student. If a second Supervisor is required, proper justifications should be provided by the first Supervisor to the Research Degrees Committee.
- (iv) When there are two Supervisors, one of them will be nominated as the main Supervisor by the Research Degrees Committee.
- (v) An Internal Supervisor would be authorised to supervise a set of maximum number of research students at any one time. The maximum number is as per the following table.

	Supervisor type			
	Main	Joint	Associate	External
Professor	6	3	1	1
Associate Professor	5	2	1	1
Senior Lecturer	3	2	1	1
Lecturer	2	2	1	1
Early Career Lecturer (not meeting requirements at Section 8(ii))	-	-	3	-

Main Supervisor: someone having more than 80% supervision responsibilities for a student;

Joint Supervisor: Those having supervision responsibilities in the range of 45% to 55%;

Associate Supervisor: Those having between 5% and 15% supervision responsibilities;

External Supervisor: Those acting as Supervisor for a student registered in another University, with the matter being considered as a consultancy.

- (vi) Each supervisor or supervisory team shall have the responsibility of ensuring the progress of its research candidate and will submit a detailed six months' report on the candidate's progress, addressing all concerns, to the Research Degrees Committee.

9. External Collaboration

- (i) The University of Technology, Mauritius encourages external collaboration with government bodies, industrial, commercial, professional or research establishments for the purpose of research leading to research degree awards.
- (ii) Such collaborations shall be intended to:
- contribute to the economic and social development of the country,
 - place the candidate and the University of Technology, Mauritius in the national and international research communities,
 - be beneficial to the external body collaborating with the University of Technology, Mauritius, and
 - develop the candidate's experiences and perspectives of the subject area.
- (iii) The external collaboration in (i) above may be formal or informal.
- (iv) Formal collaboration may include:
- Supervision expertise, facilities, resources or financial support and access to information; the name of the collaborating establishment to appear in the candidate's thesis.

- b. The description of the intended formal collaboration shall be established, in a letter to the University of Technology, Mauritius and submitted by the candidate, e.g. under formal link programmes, when requesting for registration into the MPhil or PhD degree programme.
- (v) Informal collaboration may typically include access, by the candidate, to facilities, resources or discussion and will be acknowledged in the thesis, and any resulting publication/work.

10. MPhil Transfer Examination

- (i) A student registered initially for MPhil with possibility of transfer to PhD and wishing to transfer to PhD shall apply to the Research Degrees Committee when he/she has made sufficient progress on the work to provide evidence of the development to PhD. This may be done after 12 months but not later than 24 months of full-time study or after 18 months but not later than 36 months of part-time study.
- (ii) The student should submit four softbound hard copies and a soft copy of the Transfer Report in line with the 'Guideline for writing Transfer Report' and the Originality report as per the Anti-Plagiarism Regulation, together with the 'MPhil Transfer Submission Form' duly signed by the Supervisor(s) to the Research Degrees Committee Secretariat. The Supervisor shall separately submit an undertaking that the transfer report has been found satisfactory for submission to the RDC.
- (iii) The Research Sub Committee shall consider the Transfer Report, in line inter alia with the following:
 - a. Duration of Studies;
 - b. Approval from supervisor(s);
 - c. Publications;
 - d. Similarity Index;
 - e. Structure and content of Report;
 - f. Thesis title; and
 - g. Completion of any mandatory course work or preparation seminars or training.
- (iv) Should the submission be found acceptable, the RDC shall make arrangement for a VIVA to be conducted for the student.
- (v) The VIVA for an MPhil to PhD transfer shall be done either by Assessors internal to UTM or those local Assessors who are external to UTM. The Assessors shall be proposed and chosen by the RDC.
- (vi) The Assessors shall submit a report to the RDC within four (4) weeks of the VIVA, explaining in details the reasons for their decisions, and proposing how the student can improve on his/her submission.
- (vii) Membership of the MPhil Transfer Assessment Panel shall be, as follows:
 - a. A member of academic staff from the candidate's School with a doctorate or a PhD holder from another School of the University, (other than the supervisor(s));
 - b. The Chair of the Assessing Panel, with a doctorate, appointed by the RDC;
 - c. One Internal or External Assessor with a Doctorate;

- d. The supervisor or co-supervisors may be in attendance but will have no right to participate in the discussion.
- (viii) The Research Degrees Committee shall consider the report of the MPhil Transfer Assessment Panel and either request the student to make amendments and resubmit his/her work or else submit to the Chairperson of the Academic Council for his/her approval of the transfer from MPhil to PhD.
- (ix) The RDC shall set appropriate time frames for the student to submit amendments.
- (x) A Letter of Transfer from MPhil to PhD shall be issued to the student within 2 weeks of the matter being approved by the Chairperson of the Academic Council.

11. MPhil and PhD Examination

- (i) At least 2 months prior to the expected date of submission of the thesis, after consultation and agreement of the Supervisor, the student shall submit to the RDC a notice of intention to submit, accompanied with a 150 word abstract of the research work.
- (ii) At least 2 months prior to the expected date of submission of the thesis, the Supervisor shall submit to the RDC the name of potential Examiners, along with their CV, available time window and agreement to serve as Examiners, if selected.
- (iii) At submission time, the student shall submit three (3) softbound hard copy and a soft copy of the MPhil/PhD Thesis, similarity index report together with the corresponding Submission Form duly filled and signed by the Supervisor(s), to the Research Degrees Committee.
- (iv) The Research Degrees Committee shall consider the MPhil/PhD Thesis, in line with the following, inter alia:
 - a. Duration of Studies;
 - b. Follow-up of MPhil Transfer Assessment recommendations (if any);
 - c. Approval and detailed report of Supervisor(s);
 - d. Publications;
 - e. Similarity Index;
 - f. Potential list of Examiners, as submitted by Supervisor(s); and
 - g. Thesis Title
- (v) The Research Degrees Committee shall appoint the Examination Panel.
- (vi) Membership of the MPhil/PhD Examination Panel shall be as follows:
 - a. A Chair, holder of a PhD with at least 5 years of post doctoral experience and having demonstrated the capability to conduct independent quality research;
 - b. Two Examiners external to UTM, one having experience in research in the general area of the candidate's thesis and the other with experience as a specialist in the topic(s) being examined;

- c. No Examiner shall have acted previously as the candidate's supervisor or have had previous active collaboration of any kind with the candidate; and
 - d. Supervisor(s) may be in attendance.
- (vii) Each Examiner shall read and examine the thesis and submit within one month, on the PhD Exam Preliminary Report Form, an independent report before any oral or alternative examination is held.
 - (viii) In case of disagreement between the Examiners, the majority vote shall take precedence. In case of unsuccessful outcome even then, the Research Degrees Committee shall appoint a further External Examiner.
 - (ix) The Examination Panel shall conduct the Examinations, and submit its outcome to the Research Degrees Committee, together with the 'PhD Exam Joint Summary Report' duly filled and signed on the same day as the examinations.
 - (x) The Research Degrees Committee shall consider the report of the Exam Panel and shall submit its recommendations to the Academic Council within 4 weeks. Any amendments requested by the Examination Panel shall be sent directly to the student to act upon.

12. The Oral Examination

- (i) During the oral examination, which may be either face to face or by an online method, the examiners should seek to establish whether all the requirements for a thesis submitted for the MPhil/ PhD have been met and that the thesis is genuinely the work of the candidate.
- (ii) Viva Voce should be conducted, in such a way that the candidate has adequate opportunity, encouragement and time to explain his/her research and to defend the thesis. It is recommended that, during a long oral examination, examiners should allow short break(s) at appropriate point(s).
- (iii) Supervisors may attend the oral examination and may participate in the discussion if and only if invited to do so by the Examiners.
- (iv) Supervisor (s) shall withdraw from the examination room prior to the deliberations of the Examiners on the outcome of the oral examination.
- (v) Following the oral examination, the Examiners shall submit on the same day, a report on the Examiners' Joint Summary Report Form and make recommendation (s) to the Research Degrees Committee.
- (vi) The recommendations made by the External Examiners following the Viva Voce be communicated to students immediately after the PhD Viva Voce for cases where there are minor amendments. For any major amendments, the matter is to be presented to the RDC for its further recommendations.
- (vii) Where a candidate of the University of Technology, Mauritius wishes the thesis to remain confidential for a period of time after completion of the work, an application shall be made to the Research Degrees Committee for its approval at the time of submission.
- (viii) An approved period of confidentiality shall not exceed two years from the date of the oral examination.

13. MPhil/PhD Thesis

- (i) The thesis shall be written and defended in English.
- (ii) As a general guide, the text of the thesis should normally not exceed the following lengths:

	Word Limit	Subject Area
MPhil	20,000	Science, Technology and Engineering
PhD	40,000	
MPhil	40,000	Business Studies, Environmental Studies, Financial Studies
PhD	80,000	Human Resource Management, Public Sector Administration, Social Studies, Tourism & Hospitality Management

- (iii) After completion of the examination, the candidate shall submit one hard-bound copy and one soft copy of the final thesis with any required corrections to the Research Degrees Committee for onward transmission to the Registrar.
- (iv) The University will not issue the Candidate's degree certificate until it has received the final hard-bound and soft copy and that the examiners/supervisor(s) have confirmed that any required amendments have been included. The hard-bound copy will be forwarded to the Resource Centre for an eventual access to other students.
- (v) More details are available in the 'Guidelines for writing an MPhil/PhD Thesis'.

14. MPhil and PhD Examiners' Recommendations

- (i) Following the examinations, the Examiners may recommend to the Research Degrees Committee that:
 - a. the candidate be awarded the degree;
 - b. the candidate be awarded the degree subject to minor amendments being made to the thesis;
 - c. the candidate be awarded the degree subject to substantive amendments being made to the thesis;
 - d. the candidate be required to re-submit for the degree and be re-examined, with or without an oral examination;
 - e. in the case of a PhD examination, the candidate be awarded a PhD degree or a degree of MPhil with or without amendments;
 - f. the candidate not be awarded a degree and not be called to be examined again.

- (ii) The Research Degrees Committee shall consider the outcomes of the examination and shall make its recommendation to the Academic Council, along with standardized timescales for cases where amendments or a resubmission is recommended.
- (iii) Amendments shall be requested directly from the students without the need to go to the Academic Council.
- (iv) The Academic Council shall decide on the recommendations of the Research Degrees Committee.

15. Research Publications

- (i) For transfer from an MPhil to PhD, the research student shall have authored at least one publication in a refereed journal, with the Supervisor(s), and with the student as the main author.
- (ii) Prior to graduating with a PhD, the research student shall have authored at least two publications in a refereed journal, with the Supervisor(s), and with the student as the main author.

16. Anti-Plagiarism Policy

- (i) The University considers plagiarism as an act of intellectual and academic dishonesty and shall, under no circumstance, accept or tolerate any case of plagiarism.
- (ii) Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own, even unintentionally, or by failing to acknowledge the author(s)/source of a work.
- (iii) The University shall provide the appropriate tools to academic staff and students to determine the extent of similarity with existing work, so that a fair degree of plagiarism, if any, can be made.
- (iv) More details are available in the Regulations on Anti-Plagiarism.



1. These regulations apply to work mentioned in paragraph 5(i) carried out by students in connection with their programme of study, whether taught or by research, and for full-time, part-time, distance and mixed-mode delivery.
2. The University considers plagiarism as an act of intellectual and academic dishonesty and shall under no circumstance accept or tolerate any case of plagiarism.
3. Plagiarism shall be defined as the practice of taking someone else's work or ideas and passing them off as one's own whether intentionally or by failing to acknowledge the author(s) and/or source of their work.
4. The University shall provide the appropriate tools and techniques to academic staff and students for determining the extent of plagiarism.
5.
 - (i) Submission of an originality report using tools and techniques provided as per point (4) above is mandatory for all postgraduate and undergraduate projects/dissertations, MPhil Transfer Reports and MPhil/PhD Theses.
 - (ii) Submission of an originality report may be requested for portfolio/business plan and any other relevant documents on case to case basis at the discretion of the supervisor/lecturer or as stated in the Module Information and Plan (MIP).
6. The indicative acceptable limits are as follows:

Taught programme	Maximum Threshold for Similarity Index	Maximum individual source matching
Undergraduate (Dissertation, Portfolio, Business Plan, Project, etc.)	30%	1%
Postgraduate (Dissertation, Project Report, Assignment, etc.)	25%	1%
Research programme	Maximum Threshold for Similarity Index	Maximum individual source matching
MPhil transfer report	20%	1%
MPhil/PhD thesis	15%	1%

7. Cases of individual source matching beyond 1% will be dealt with on a case to case basis and will be deemed acceptable if the source(s) is/are from own student's publication(s). Work must be scrutinised by Supervisor/Marker to determine where similarity lies, that is whether in literature review, methodology, results etc.
8. Documents submitted without an originality report or where the similarity index and the individual source matching are beyond the maximum thresholds allowed will not be considered for marking, except as per (7) above.
9. The University reserves the right to refer any cases of alleged plagiarism by students to the relevant School for taking appropriate actions.
10. It is the responsibility of the student, and only the student, to ascertain that all work which is not of his/her own, whether partly or in full, is properly acknowledged and referenced in the work submitted.
11. Appropriate advice shall be provided to the students by the School concerned to help them better understand plagiarism and its consequences. Students should avail themselves of these services.



Registration Form for an MPhil/PhD Research Degree

(See Regulations for MPhil and PhD Research Degrees)

1. THE APPLICANT

(i) Title Miss/Ms/Mrs./Mr./..... *(Delete as appropriate)*.

(ii) Name *(Surname in CAPITALS)*.

(iii) Home address:.....
.....
.....

Tel. No: Fax No:

Email:

(iv) Date of Birth:

(v) Position and place of work, if within UTM:

Member of Academic staff/Administrative staff/Research student in the: *(delete as appropriate)*

School/Department:
.....

(vi) Position and place of work, if outside UTM:
.....
.....
.....

Tel. No: Fax No:

Email:

(vi) Degree or equivalent professional qualifications held:

Qualification	Main Subject(s)	Institution	Classification	Year of award

2. RESEARCH DEGREE REGISTRATION

(i) Research degree applied for: *(delete as appropriate)*

- a) Master of Philosophy (MPhil);
- b) Master of Philosophy with possibility of transfer to Doctor of Philosophy (MPhil/PhD);
- c) Doctor of Philosophy (direct).

(ii) Mode of study: full-time/part-time *(delete as appropriate)*.

(iii) Details of any scholarship held in connection with the proposed research degree (please attach any evidence):

Sponsor	Title of Scholarship	Commencement of Scholarship	Completion of Scholarship

(iv) Details of applicant's professional experience, lecturing and other experience relevant to the registration:

.....

(v) Publications by the applicant relevant to the registration:

.....

(additional sheets may be appended).

(vi) Two referees who may be contacted concerning the research degree registration:

Name:
.....
(surname in CAPITALS) *(surname in CAPITALS)*

Qualifications:

Position:

Address:
.....
.....
.....
.....

Tel. No.:

Fax No.:

Email:

3. THE PROGRAMME OF RESEARCH

Please attach detailed Mphil / PhD Research Proposal (see *Guidelines for Writing an Mphil / Phd Research Proposal*)

(i) Title of the proposed thesis:
.....
.....

(ii) Aim(s) of the research degree programme:
.....
.....
.....

(iii) Expected duration of programme to MPhil: Months
Additional extension of programme to PhD: Months
Proposed starting date:

(iv) Name and address of any formal external collaborating body:
.....
.....
.....
Contact Name:(surname in CAPITALS)
Qualifications:
Position:
Address:
.....
.....
Tel. No: Fax No:
Email:

(v) If the external collaborating body asks for the thesis to be withheld from public access, state reasons and indicate the length of the period of confidentiality from the date of the oral examination:
.....
.....
.....

(vi) Details of any advisor who will provide informal collaboration:

Name:
(surname in CAPITALS)

Qualifications:

Position:

Address:
.....
.....

Tel: No. Fax No.:

Email:

(vii) Funding available for research degree:

.....
.....
.....

(viii) Details of any special facilities or funding required for the research degree programme:

.....
.....
.....

(ix) Supervisors:

Name:

(surname in CAPITALS)

Qualifications:

Position:

	MPhil	PhD
Number of research degrees successfully supervised		
Number of research degrees currently under supervision		
Number of research degree candidates writing up together with date of expected completion		

Name:

(surname in CAPITALS)

Qualifications:

Position:

	MPhil	PhD
Number of research degrees successfully supervised		
Number of research degrees currently under supervision		
Number of research degree candidates writing up together with date of expected completion		

4. DECLARATIONS

(i) **Statement by Applicant**

I confirm that the information I have provided on this form is correct and also that I am not registered for another award at the University of Technology, Mauritius or any other institution.

Name:.....Signature:.....Date:.....

(surname in CAPITALS)

(ii) **Recommendation for Registration by the Supervisors**

We recommend that

(surname in CAPITALS)

be registered for the degree of *(delete as appropriate)*:

- a) Master of Philosophy (MPhil);
- b) Master of Philosophy with possibility of transfer to Doctor of Philosophy (MPhil/PhD);
- c) Doctor of Philosophy (direct).

at the University of Technology, Mauritius from

Name:.....Signature:..... Date:.....

(surname in CAPITALS)

Name:.....Signature:.....Date:.....

(surname in CAPITALS)

Name:.....Signature:.....Date:.....

(surname in CAPITALS)



25 November 2009

GUIDELINES FOR WRITING AN MPhil / PhD RESEARCH PROPOSAL

INTRODUCTION

Before embarking on an MPhil/PhD Research Degree, candidates must formally submit a Research Proposal to the Research Degrees Committee for consideration. The proposal is an important indication of the candidate's ability to write a coherent and scholarly document that will serve as a descriptive prospectus of the research to be undertaken.

The Research Proposal should be appended to the form "Registration for an MPhil/PhD Research Degree" (copy enclosed), duly filled by the candidate and supported by two referees.

As a general guide, your proposal should normally not exceed the following lengths:

Words

Computer Sciences, Software Engineering,
Systems Engineering

MPhil – 3,000

PhD – 3,000

Business Studies, Environmental Studies, Financial Studies,
Human Resource Management, Public Sector Administration,
Social Studies, Tourism & Hospitality Management

MPhil – 7,000

PhD – 10,000

OUTLINE OF THE RESEARCH PROPOSAL

The Research Proposal shall include, and not limited to, the following headings:

1. Tentative Title

2. Introduction

3. Literature Review

Overview of current findings in the area, with references

4. Research aims and objectives

Statements of aims and objectives you would achieved on completion of the research.

Why is the research worth doing?

5. Research questions and/or problems

The research question(s) is one or a series of concise statements of the problem and topic of research, of not more than 300 words.

6. Research Methodology

- What procedures and /or analytical processes would be used?
- The sources of information and type of research methods you plan to use.

7. Resource Requirements

- Specialist Equipment/Facilities
- Research papers/journals, etc
- Hardware/Software

8. Breakdown of Expenses and Sources of funding (self or sponsored) with cost breakdown.

9. Other Considerations (Ethical, social, Health & Safety, etc)

10. Research Plan, with clear milestones and timeframes

11. References of at least 7 recent publications during the last 5-7 years.



25 November 2009(TRMPD-T- v1.0)

GUIDELINE FOR WRITING TRANSFER REPORT

INTRODUCTION

A candidate registered initially for MPhil with possibility to transfer to PhD who wishes to transfer to PhD shall apply in writing to the Research Degrees Committee through his respective school when he/she has made sufficient progress on the work to provide evidence of the development to PhD. This will normally be done after 12-24 months of full-time study or 18-36 months of part-time study.

Application must be made on the form 'Application for Transfer from MPhil to PhD' (copy enclosed). In support of the application, the candidate shall prepare for the Research Degree Committee a full Transfer Report of not more than 30,000 words to provide evidence that the work undergone forms a solid background for a PhD Degree.

OUTLINE OF THE TRANSFER REPORT

The following are indicative content of the Transfer Report. Student should discuss the structure of their report with their supervisor(s).

1. Abstract
2. Introduction: Brief explanation of research conducted and rationale for requesting transfer to PhD. Ethical issues arising from research and how they are being addressed.
3. Literature review: A review of the literature in the chosen area of research and critical analysis of same.
4. Methodology: A description of the methodology used to conduct your research, giving clear indication of equipment and facilities used, and main findings.
5. Proposed PhD Research: A description of what you propose to achieve during your PhD research work, giving clear indication of topics / chapters on which, you will focus, and how the research will contribute to new knowledge.
6. Research Plan: A detailed and feasible plan in the form of a Gantt Chart, for the rest of the research, giving clear indication of the resources and facilities required and how they will be obtained.
7. References of at 60 publications.



26 November 2009 (ATMPD-F-v 1.0)

Application for Transfer from MPhil to PhD Degree

This form should be submitted by the candidate to the Head of School through the Supervisor together with the Transfer Report.

Student Name/Number.....

Title of Research:
.....
.....

Date of Registration:

School/Department:

I am hereby applying to the Research Degree Committee for transfer from MPhil to PhD.

Signature:

Date:

Candidate

To be filled by All Supervisors.

We hereby recommend the student for transfer from MPhil to PhD.

Name:..... Signature:..... Date:.....

(surname in CAPITALS)

Name:..... Signature:..... Date:.....

(surname in CAPITALS)

Name:..... Signature:..... Date:.....

(surname in CAPITALS)



14 May 2018

CERTIFICATE OF ORIGINALITY

I hereby declare that the intellectual content of this thesis is the product of my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of the University or any other institute, except where due acknowledgement and references are made in the text.

The hard copy of the thesis which is being submitted for assessment is the same which was uploaded for verification by the Turnitin Software.

Student No:

Student Name:

Thesis Title:

School in which registered: School of

Signature:

Date:



18 June 2009

CERTIFICATE OF COMPLIANCE OF MPhil/PhD THESIS

This form should be signed by the candidate and returned to the Research Degrees Committee together with the thesis, and copied to the Principal Supervisor.

Candidate's Name/Number

Thesis Title

.....

.....

School/Dept:

I confirm that I have verified the following elements of the thesis against the Regulations for MPhil and PhD Research Degree (please tick):

- (i) Content of Title Page
- (ii) Word Length of thesis
- (iii) Margin
- (iv) Line Spacing
- (v) Page Numbering
- (vi) Binding

I certify that the thesis is **fully compliant** with the UTM's Regulations for MPhil and PhD Research Degree.

Signature.....

Date.....

Candidate



18 June 2009

Certificate of Completion of Minor / Substantive Amendments for a MPhil/PhD Candidate

Candidate's Name/Number:

Thesis Title:

.....

Names of Examiners:

(i)

(ii)

(iii)

I/We certify that the above candidate has made the minor/substantive amendments as per the examiners' report dated

*Supervisor's Name:.....

Signature:.....

Date:

For **Substantive Amendments** only:

Examiner 1: Signature:..... Date:.....

Examiner 2: Signature:..... Date:.....

*** A member of the Supervisory Team**

Note: Please return this form duly filled to the Research Degrees Committee



18 June 2009

Examiner’s Preliminary Report for a MPhil/PhD Candidate

This preliminary report should be written independently by each examiner after reading the thesis. The report should be sent to the Research Degrees Committee. A copy of this report will be sent to the co-examiner:

Candidate’s Name/Number:

Thesis Title:

Preliminary Report

I hereby recommend /do not recommend * a viva.

*(Please delete as appropriate) **

External Examiner’s Name:

(Please write in block letters)

Signature:

Date:



18 June 2009

Examiners' Joint Summary Report for a MPhil / PhD Candidate

Candidate's Name/Number:

Thesis Title:

Date of Submission of Thesis:

Date of Oral Examination:

List of Attendees:

No	Name	Position
1		
2		
3		
4		

Please Note: This summary report (signed and dated) should be submitted to the Research Degrees Committee at the end of the examination

Section A: Summary of Examination Result

The examiners report that they have examined the thesis submitted by the candidate and have also examined the candidate orally on the subject of the thesis and on subjects relevant to the thesis.

The examiners further report that they have satisfied themselves that the thesis:

Please check the box against the relevant items

- (i) is genuinely the work of the candidate
- (ii) forms a distinct and significant contribution to knowledge of the subject
- (iii) affords evidence of originality: a) by the discovery of new facts and/or b) by the exercise of independent critical thinking
- (iv) is an integrated whole and presents a coherent argument
- (v) gives a critical assessment of the relevant literature
- (vi) gives the method of research and its findings
- (vii) gives discussion of those findings and how they advance the study of the subject
- (viii) demonstrates a deep and synoptic understanding of the field of study, objectivity and the capacity for judgement in complex situation and autonomous work in that field
- (ix) is satisfactory as regards literary presentation
- (x) includes a full bibliography and references
- (xi) demonstrates research skills relevant to the thesis
- (xii) is of a standard to merit publication in whole, in part or in revised form

Further Details.....
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Section C: Examiners' Signatures Confirming Results of the Examination

1st Examiner's Name:..... Signature: Date:

2nd Examiner's Name:..... Signature: Date:

Registrar or Representative:..... Signature: Date:



March 2018

SCHOOL OF

SUPERVISION RECORD OF MPhil/PhD STUDENTS

Notes: 1) This form is to be filled by each Supervisor and submitted to the School Research Committee through the School.

- 2) This form is to be submitted at the end of each 6-months supervision.
- 3) This form is submitted as a requirement of the Regulations for MPhil / PhD Research Degrees.
- 4) Supervisors are strongly advised to exchange their respective reports.

Candidate's Name/Number

(Surname in CAPITALS)

Thesis Title

.....

School/Dept:

Name of Supervisor:

(Surname in CAPITALS)

Name of Supervisor's Institution: **Country:**

Period of Supervision: From: **To:**

Research progress achieved by Student in the above supervision period:

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Any other issue(s) to be brought to the notice of the School Research Committee:

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Overall satisfaction of progress achieved: Satisfied Not Satisfied

Supervisor's Signature: **Date:**

OFFICE USE

Received By:

Name: **Position:**

Signature: **Date:**



UNIVERSITY
of
TECHNOLOGY,
MAURITIUS

MPhil / PhD Research
STUDENT LOGBOOK

SCHOOL OF:

Student Logbook

Note:

- This MPhil / PhD research student logbook will record the progress of the student, from the commencement of research until completion of the thesis.
- The supervisor(s) and student are required to retain logbooks and record each meeting regarding the progress of research.
- The logbook is an official record of contacts between the student and the supervisor(s). It must be available for review at any stage during the period of study, and at the submission of the thesis, as appropriate.

1. Name of Student: _____
2. N. ID. No.: _____
3. Student No.: _____
4. Student Phone number(s): _____
5. Student E-mail address: _____
6. Date registered as a student: _____
7. Research commencement date: _____
8. Title of Research (Initial): _____
9. Date of transfer from MPhil to PhD (if applicable): _____
10. Title of Research (at Transfer): _____
11. Research completion date: _____
12. Date of submission of PhD: _____
13. Title of Research (on completion): _____

Supervisor(s) contact details:

Name	Phone No.	E-mail Address

MEETINGS WITH SUPERVISOR

Date:
PROGRESS SINCE LAST MEETING:
MATERIALS SUBMITTED AND DISCUSSED:
AGREED TASKS /OBJECTIVES FOR NEXT MEETING:
COMMENTS:
DATE OF NEXT MEETING:

STUDENT: _____ SUPERVISOR: _____

Signature: _____ Signature: _____

**Quality Assurance Unit
Office of the Director General
University of Technology**